University of Northern Iowa
CIO’s Office and Institutional Research

Position Title: Graduate Research Assistant

Reports to: Kristin Moser, Senior Research Analyst

Terms of Employment:
- For the spring semester: 20 hours per week, beginning January 12, 2015 and ending May 8, 2015. Does not include the week of Spring Break.

Compensation:
- Full assistantship salary is $4800.00.
- Graduate Assistants may qualify for in-state tuition and fees.
- Graduate Assistants receive University holidays and do not work during Thanksgiving Break, Spring Break, or the interims between semesters.
- For more information on the Graduate Assistantship System and procedures: [http://www.grad.uni.edu/assistantships/](http://www.grad.uni.edu/assistantships/)

Position Description:
- The graduate assistant in the CIO’s Office/Institutional Research provides research support in the preparation of institutional research reports, internal data reporting and in developing presentations and reports to communicate that information to multiple constituencies. The graduate assistant would also conduct elementary data analyses for research reports related to the various retention related endeavors on campus. Finally, the graduate assistant will conduct various data queries as requested.

Qualifications:
- Must be a full-time, degree-seeking student in a UNI graduate program.
- Must be enrolled in 9 graduate-level credit hours the semester of assistantship assignment.
- Maintain a Plan and cumulative GPA of at least 3.00. First semester graduate students must have an undergraduate GPA of at least 3.00.
- B.A. degree in Mathematics/Statistics, Social Sciences, MIS preferred.
- Skills and Experiences Required: Excellent analytical skills and attention to detail; excellent written communication skills; ability to prioritize, plan and organize tasks; experience with Excel and Word; strong interpersonal and oral/written communication skills.
- Skills and Experiences Preferred: Experience using various programming languages (e.g. HTML, Drupal, SQL).

Application Process and Deadline: To apply email the completed Application Form for Graduate Assistantship (available at [http://www.grad.uni.edu/assistantships/](http://www.grad.uni.edu/assistantships/)) and your resume/curriculum vita to Kristin.moser@uni.edu.

Applications received by January 5, 2015 will be given preferential consideration.